

Let's Lunch at Casey Information and Regulations

Please Keep for Your Reference (pages 1)

Interpretation of the following information and regulations is at the discretion of the City staff

VENDOR CONTACT:

Anna Pfaff
240-805-1623
anna.pfaff@gaithersburgmd.gov

EVENT DATE, LOCATION and HOURS:

Thursdays, May 5th- November 17th
Casey Community Center Parking Lot
810 S Frederick Ave
Gaithersburg, MD 20877
11:00 AM- 2:30 PM

MARKET DESCRIPTION

The Casey Farmers Market provides weekly access to locally grown and produced food. The Market operates on Thursdays from 11 a.m. – 2:30 p.m. Approximately 250 people attend the market each week. Extensive digital promotion is used to promote each food truck appearance.

Let's Lunch at Casey Description

Let's Lunch at Casey is a summer season initiative designed to drive traffic to the Casey Farmers Market.

Food Trucks-only are eligible. One food truck per week will have sole access to sell at the market at no charge. Multiple food trucks are being sought to fill out the season. If selected, food trucks can request at least two dates to do business at the market, dependent upon the number of selected applicants.

IMPORTANT VENDOR INFORMATION

Food Trucks must arrive onsite no earlier than 10 a.m. and no later than 10:30 a.m. To keep the event eco-friendly, vendors must refrain from using polystyrene (Styrofoam™) products. This is a requirement in Montgomery County. Use of a generator is expected; a **quiet generator is appreciated.**

VENDOR SPACE

The weekly food truck will be located inside the market perimeter. Prior to arrival, a map will be provided, indicating where the space is located. Food Trucks are not permitted to change their assigned space.

RAIN POLICY/CANCELLATION

This is an outdoor, rain or shine market. If the City cancels the event due to public safety concerns, you will be notified as soon as the decision is made.

ELECTRICITY / WATER

Electricity and water are not available at the site. Vendors are responsible for their own trash, cooking oil and wastewater removal. Vendors who do not adhere to this regulation will be subject to a fine and may be prohibited from future participation.

PHOTOS

Photographs submitted with application may be used to promote the event. Also, please note that photographs taken during the event may be used in future promotional materials.

MARKET REGULATIONS

The City reserves the right to have food trucks remove unacceptable or inappropriate items, or to relocate or dismiss/remove any participant. No unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, or weapons are permitted at the event. No food items or drinks may be sold by any participant except for festival-approved food trucks pre-authorized by the Montgomery County Health Department. Smoking and vaping are not permitted on City property.



Let's Lunch at Casey Food Truck Application

Thursdays, May 5- November 17 11:00 AM- 2:30 PM

Please complete, sign and submit pages 2-3

Business Name (as you would like it listed in print):

Contact Name: _____ E-mail (required): _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone (required): _____ Date Preference (up to 2) _____

MD Tax # (if applicable): _____

Website/Social Media URL (if applicable): _____

*** Please email a high-res logo to anna.pfaff@gaithersburgmd.gov**

List your menu items and prices in the space below, or provide a menu attachment:

Selected Food Trucks will be required to:

- Have their insurance provider **email a certificate of insurance** to the email address above. Please have the Certificate Holder listed as City of Gaithersburg.
- **Contact the Montgomery County Health and Human Services Department at 240-777-3986** to obtain a **temporary food service permit, if applicable.** This must be done at least 2 weeks before the market date. A fee will be associated with required permit(s). Food trucks who have a year-round license with the County may not require this permit.

ACCOMMODATIONS FOR THOSE WITH A DISABILITY

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made at least two weeks prior to the start of the program. Please call Anna Pfaff at 402-517-0101 to indicate what accommodations are needed. Your request for accommodations will in no way affect your acceptance status.



All Applicants

I certify that I have read, fully understand, and agree to comply with the Let's Lunch at Casey's Food Truck information and Regulations (page 1), and that the information I have provided in this application is true. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application. I further understand that if I intend to sell anything at the event, **I am required to charge 6% sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office after the event, if needed.**

As a participant in the 2022-2023 Let's Lunch at Casey Farmers Market program, I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the event, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the event, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in Casey Farmers Market by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature _____

Date _____

MAIL COMPLETED APPLICATION TO:

Gaithersburg Casey Farmers Market
506 S. Frederick Avenue
Gaithersburg, MD 20877

OR

E-MAIL SCANNED FORM TO:

Anna Pfaff
anna.pfaff@gaithersburgmd.gov